

**ROANOKE COUNTY POLICE DEPARTMENT
POLICE OFFICER / COMMUNITY SERVICES OFFICER
SELECTION REQUIREMENTS**

I Polygraph Investigation

A Questions asked during the polygraph will address the following issues:

- 1) current illegal drug use,
- 2) buying and/or selling illegal drugs or steroids,
- 3) falsifying employment application or other relevant documents,
- 4) intentional physical or mental abuse of others, and
- 5) crimes of moral turpitude (lying, cheating, stealing).

B Deception indicated from the polygraph examination will not be utilized as the sole reason for denying an applicant employment.

II Disqualifiers

A Criminal History:

- 1) Conviction of any felony.
- 2) Conviction of any crime involving moral turpitude (lying, cheating, stealing).
- 3) Conviction of a Class 1 or Class 2 misdemeanor of the Code of Virginia or equivalent within the last twelve months. Convictions beyond twelve months will be reviewed on a case by case basis.
- 4) Conviction of a Class 3 or Class 4 misdemeanor of the Code of Virginia or equivalent within the last twelve months. Convictions beyond twelve months will be reviewed on a case by case basis.
- 5) Admission of felonious behavior.
- 6) All prior criminal behavior, whether arrested or not, will be reviewed on a case by case basis.
- 7) Any conviction taken under advisement will be reviewed on a case by case basis.

B Traffic Violations:

- 1) Minus 6 or more points on a Virginia Operators License, or the equivalent for out of state license, at the time of application.
- 2) Conviction of Driving Under the Influence, Refusal to take Blood or Breath Test, Eluding Police, or Racing.
- 3) Reckless Driving or any suspension/revocation of driving privileges within the last 5 years for any reason will be reviewed on a case by case basis.
- 4) Any conviction taken under advisement will be reviewed on a case by case basis.

C Drug Use:

- 1) Recent possession of Marijuana.
- 2) Any possession of Schedule I drugs as defined by the Code of Virginia 54.1-3446 (e.g. LSD, PCP, mescaline, heroin, and cocaine).
- 3) Any possession of Schedule II, Schedule III, Schedule IV or Schedule V drugs, as defined by the Code of Virginia 54.1-3448, 54.1-3450, 54.1-3452, 54.1-3454, unless prescribed by a licensed physician.
- 4) Any possession of designer drugs as defined by the Code of Virginia 54.1-3456 (e.g. ecstasy).

- 5) Any other drug possession will be reviewed on a case by case basis.
- 6) Selling any illegal drugs.
- 7) Buying any illegal drugs will be reviewed on a case by case basis.

D Other:

- 1) Dishonorable Discharge from any military service.
- 2) Less than Honorable Discharges will be reviewed on a case by case basis.
- 3) De-certification of law enforcement or jailor status by the Department of Criminal Justice Services, according to the Code of Virginia 15.2-1707, or similar status in other states.
- 4) Untruthfulness, falsification, or the intentional withholding of any information on any application, certificate, credential, interview, test, or documents associated with the position.
- 5) Cheating on any examination or testing associated with the position.
- 6) Criminal or ethical behavior unsuitable or inappropriate for a Police Officer as determined by the appointing authority.
- 7) Failure to submit a **thoroughly complete** application, composite history, and other required paperwork by the assigned deadline.
- 8) Failure to comply with deadlines to return requested information to the background investigator.
- 9) Failure to comply with applicant's appointment(s) without prior notification to the background investigator.
- 10) Credit history with a current unsatisfactory rating.
- 11) Not being a United States citizen.
- 12) Background investigation indicating less than acceptable job performance with past employers.
- 13) Incidents of past physical or mental abuse of anyone.
- 14) Obtaining a score that is below the established standard on any test or evaluation administered during the selection process.
- 15) No applicant shall be, shall have been or shall become a member of any organization which advocates the forceful overthrow of the United States government or any other organization cited as being subversive or un-American by the United States Attorney General.

III Conditions Of Employment

- A You must live within a 12.82 statute mile radius of the center of Roanoke County.
- B You are required to meet applicable Virginia state law for law enforcement certification.
- C Employment as a Roanoke County Police Officer requires that you will work on a variety of shifts that include holiday work, weekend work, and overtime.
- D You agree that upon employment with the Department not to use any tobacco products on or off duty.
- E You must possess a valid Virginia Operators License prior to entrance into the police academy.

- F Upon appointment, you will serve an initial period of employment for eighteen months from your date of hire. Officers serving in that initial period of employment status may have that period extended for "less than satisfactory job performance" or be dismissed from employment at the discretion of the appointing authority.
- G You must agree to meet and follow any applicable personal appearance and grooming standards.
- H You must sign an employment contract.
- I Police Officer/CSO applicants **must possess a high school diploma or equivalent** at the time of appointment.
- J Applicants must be 21 years of age at the time of appointment.

IV Physical Agility and Strength Test

- A During the physical agility and strength test applicants will wear equipment similar to what a police officer wears while on-duty. There are a variety of skills defined, job related elements that will comprise the physical agility and strength test. These elements are subject to update and revision.
- B Examples of elements to be utilized include a weapon manipulation and clearing drill, 100 yard run, fence obstacles, and dummy exercises (includes dragging, lifting and/or cuffing).
- C Applicants must successfully complete all elements of the physical agility and strength test to continue in the selection process.

V Medical/Psychological Standards

- A Applicants offered a Conditional Offer of Employment must successfully complete a medical examination. The medical examination will evaluate the applicant's ability to successfully perform the essential job functions.
 - 1) Vision: Must be correctable to 20/30 and pass a color vision examination.
 - 2) Hearing:

Hertz	500	1,000	2,000	3,000	4,000
Decibels	25db	25db	25db	30db	45db

- B Applicants offered a Conditional Offer of Employment must successfully complete a psychological evaluation. The psychological evaluation will evaluate the applicant's ability to successfully perform the essential job functions.

VI Reapplication/Retesting/Process Duration

- A An applicant who fails to achieve a passing score on two written examinations within a twelve month period must wait one year to reapply. An applicant who fails the physical agility and strength test may reapply at the next application posting.
- B Unsuccessful candidates who fail due to unacceptable background normally will not be eligible to be reprocessed. Exceptions can be authorized by the Chief of Police.
- C The selection process normally lasts three to four months. Applications remain active for six months from the date of the written test. Applicants, unless disqualified, may be processed within this six month period. Applicants will be periodically updated on their status when being actively processed.

Signature and Date